



**JOB OPPORTUNITY  
DEPARTMENT OF CORRECTIONS  
WHITTLESEY ROAD  
P.O. BOX 863  
TRENTON, NJ 08625**



**THIS POSTING IS ONLY OPEN TO THE FOLLOWING:**

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
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- ☐ Interested individuals who meet the stated requirements

**Issue Date:** February 5, 2016

**Posting No.:** 39-16

**TITLE:** Educational Program Assistant 2 **SALARY:** \$36,158.13 - \$50,644.71

**LOCATION:** Southern State Correctional Facility, Education Unit – Delmont, NJ

**JOB DESCRIPTION:**

Under direction of a supervisory official in a state department or agency, in an educational setting, performs responsible clerical duties related to research, reference, statistical, inspection, investigation, fiscal, analytical, and interpretive activities within an assigned area; does other related duties as required.

**REQUIREMENTS**

**EDUCATION**

: Completion of 60 semester hour credits of study from an accredited college or university.

**EXPERIENCE:** Two (2) years of experience in secretarial and/or clerical work.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**SPECIAL NOTE:** Ability to physically lift, move, and position clients as needed.

**PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER, AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN February 22, 2016.**

Forward Response To:

Lisa Gaffney, Manager, Human Resources  
Regional Personnel Services, Region 6  
Office of Human Resources  
P.O. Box 863  
Trenton, NJ 08625-0863

**Emailed resumes are to be  
sent only to:**

**Civilian.Recruitment@doc.nj.gov**

*The New Jersey Department of Corrections is an Equal Opportunity Employer*